

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF NEW YORK**

**Requirements for Filing an  
Assignment of Claim**

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**Administrative Order 01-1**

**ORDER**

Whereas a need exists to adequately identify assignments of claims filed with the Clerk of the Bankruptcy Court and to notify assignors and assignees of assignments of claim,

**NOW, therefore,** this 15<sup>th</sup> Day of March, 2001 IT IS HEREBY ORDERED that any party who files an assignment of claim with the Clerk of the Bankruptcy Court must clearly set forth the following information in the assignment:

- Specific name of the original claimant from whom claim is being assigned.
- The claim number (from the claims register) of the assignor's original claim.
- Verification that the assignor did or did not file a proof of claim.
- Clear indication if a claim was transferred for security.
- Clear indication if a claim was based on a publicly traded note, bond, or debenture.
- An indication of the original dollar amount of the claim being assigned and an explanation if the dollar amounts do not match.
- Original signatures of the assignor and assignee under penalty of perjury or by notarization.

No further action will be taken on an assignment determined to be deficient until such time as a properly executed document is presented for filing.

This Order shall become effective April 2<sup>nd</sup>, 2001.

  
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Stephen Gerling, Chief Bankruptcy Judge

  
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Robert Littlefield, Bankruptcy Judge